Attendance and participation in therapy, along with complete compliance with any associated home programs, are essential for therapeutic success.

While Wiregrass Therapy Associates, LLC understands that illnesses and emergencies occur, we respectfully request that you avoid frequent cancellations or “no shows”. WTA has set aside specific times for your child to have therapy, and if they are unable to make it to their scheduled time, we are not able to fill that spot with someone else without prior notification.

Please adhere to the following in regards to the office policy by providing WTA with advanced notification for any cancellations resulting from a conflicting appointment, vacation, obligations for work or family, sickness, or any other event.

* All cancellations must be submitted 24 hours prior to your scheduled appointment.

* No last minute cancellations.
* Must provide doctors excuse to avoid penalties.
* Cancelled visits can be rescheduled during the same week to avoid penalties.

If you arrive late for a scheduled appointment, the session will still end at the scheduled time or may be cancelled. If you are over 15 minutes late for appointment, you will need to reschedule for another day.

If you fail to appear for an appointment (no show), constantly rescheduling or are consistently late without providing the appropriate advance notification for 3 appointments within a month, the office will reserve the right to cancel all pending appointments and no longer offer services to you as a client.

WTA sends reminder text the day before the scheduled appointment. Please remember this is courtesy reminder. If you do not receive the reminder text, it is your responsibility to remember your child’s scheduled appointment and make the appropriate changes if needed prior to your appointment.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, understand the attendance / cancellation policy and the risks of not adhering to it.

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Print Name of Client Date

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Signature of Client or Legal Representative Relationship to Client

Attendance / Cancellation Policy